



State of North Carolina

Office of the State Controller

DAVID T. MCCOY
STATE CONTROLLER

May 6, 2009

MEMORANDUM NO. SAD 09-21

TO: Chief Fiscal Officers
Vice Chancellors

FROM: David T. McCoy *David McCoy*

SUBJECT: Cash Closeout Guidelines for Fiscal Year 2008-09

Please note and comply with the following requirements in closing the 2008-09 fiscal year:

IMPREST CASH ACCOUNTS

Imprest Cash Accounts should be reimbursed and closed out as of **June 30, 2009**. The amount for Imprest Cash is to be deposited as an allotment deposit for the month of June 2009. For guidance, please refer to Section 4 of the State Budget Manual.

TRAVEL ADVANCES

All permanent and temporary travel advances must be repaid prior to **June 26, 2009**. Refer to Section 5 of the State Budget Manual.

SALE OF SURPLUS PROPERTY

G.S. § 143-64.05 provides that any receipts, over the amount budgeted, from the sale of surplus property by State departments, institutions and agencies, supported by appropriations from the General Fund, must be deposited as non-tax revenue to the General Fund.

For NCAS A/P processing, the IGO vendor number for this transfer is **561611588-08 (OSCGENFUNDREV)**. Remittance message shall be: **FY 2009 Sale of Surplus**.

For agencies or institutions not processing through the A/P module in NCAS, an on-line transfer in the Cash Management Control System (CMCS) to department code **9978** for the amount that actual receipts exceed the amount budgeted must be created. In order to be complete this transaction, agencies or institutions must include the notation "**Sale of Surplus Property**" on page 2 in the Explanation of Transfer section. Both manual and IGO transfers must be received by the Office of the State Controller before **11:00 a.m. on June 19, 2009**.

NET PROCEEDS FROM SALE, LEASE OR RENTAL OF STATE LANDS

G.S. § 146-30 requires that the net proceeds from the sale, lease, rental or other disposition of lands by a state agency be deposited with the State Treasurer and be credited to the General Fund. The Wildlife Resources Commission, Department of Agriculture, Department of Environment and Natural Resources (State Parks) and the Department of Health and Human Services (John Umstead Hospital) are statutorily exempt from this provision.

For NCAS A/P processing, the IGO vendor number for this transfer is **561611588-08 (OSCGENFUNDREV)**. Remittance message shall be: **FY 2009 Net Proceeds from Sale, Lease, Rental**.

For those not processing through the A/P module in NCAS, an on-line transfer in the Cash Management Control System (CMCS) to department code **9978** must be created and must include "**Net Proceeds from Sale, Lease or Rental**" on page 2 in the Explanation of Transfer section. Both manual and IGO transfers must be received by the Office of the State Controller before **11:00 a.m. on June 19, 2009**.

GENERAL FUND TAX AND NON-TAX REVENUE FUNDS

Deposits dated **June 30, 2009** will be processed by the Office of the State Controller if they are made and certifications are received by the State Treasurer through the CMCS by no later than **2:00 p.m. on June 30, 2009**. No revenue refunds or transfers will be processed after **11:00 a.m. on June 30, 2009**. No revenue deposits will be processed after **2:00 p.m. on June 30, 2009** for the 2008-09 fiscal year.

GENERAL AND SPECIAL FUNDS

Certifications of Deposit dated **June 30, 2009** must be received by the State Treasurer **no later than July 8, 2009**. **The last NCAS check run for 2008-2009 will be June 30, 2009**. On-line transfers between codes of an agency may be executed after June 30th, but should be no later than **July 8th**. All settlement or final June requisitions must be received by the State Controller before **11:00 a.m. on July 8, 2009**. **Completed budget reports for the month of June must be filed no later than July 16, 2009**.

CAPITAL IMPROVEMENT FUNDS

All Capital Improvement reports for the month of June must be filed with OSC **no later than June 22, 2009**. Capital Improvement reports should be completed and filed early and separately from reports covering current operations. Capital Improvement requisitions that are funded by **COPS** must be received by the Office of the State Controller **on or before 11:00 a.m. on Thursday, June 11, 2009 to be processed in the 2008-09 fiscal year**. Other Capital Improvement requisitions for funds, including those funded by bond appropriations, must be received by the Office of the State Controller **on or before 11:00 a.m. on June 11, 2009** and Certifications of Deposit must be received by the State Treasurer's Office by **2:00 p.m. on June 11, 2009** to be processed in the 2008-09 fiscal year.

CAPITAL IMPROVEMENT REVERSIONS TO THE GENERAL FUND

For NCAS A/P module processing, the IGO vendor number for this reversion is **561611588-08 (OSCGENFUNDREV)**. Remittance message shall be: **FY 2009 CI Reversion**. For those not processing capital improvement reversions through the NCAS A/P module, an on-line transfer in the CMCS to department code **9973** should be created. The budget code number of the reverting code must be indicated on page 2 in the Explanation of Transfer section. Both IGO and manual transfers must be received by the Office of the State Controller before **11:00 a.m. on June 12, 2009**.

CMCS YEAR END PROCESSING

July 8, 2009 will be the last day processed on the 2008-2009 CMCS data base. **Do not enter any requisitions or transfers after 11:00 a.m. or any deposits after the 2:00 p.m. deadline. Also, please be aware that any of these transactions that not processed on July 8, 2009 will be deleted from the 2008-2009 CMCS data base.** Agencies and institutions will have to re-enter these transactions into the 2009-2010 CMCS data base **on or after July 9, 2009**. The Office of the State Controller will maintain a list of deleted transactions for your future reference.

Please review these requirements carefully and file budget reports as early as possible to ensure that compliance with all deadlines is met.. Please direct any questions concerning this directive to Melody Tart at (919) 981-5486.

cc: Ms. Julie Mitchel, OSBM
Ms. Chandler Francis, Department of the State Treasurer DM/mt